

# Online Reporting System

## User Guide

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# Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that provides score reports for each student who takes an AzMERIT test.

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

## Organization of this User Guide

This user guide provides information about ORS's features, including instructions for viewing score reports, downloading student results, creating and editing rosters, and searching for students.

This user guide is organized as follows:

[Section I, Overview of the Online Reporting System](#), provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.

[Section II, Accessing the Online Reporting System \(ORS\)](#), includes instructions on how to log in and log out of the ORS and switch between different AzMERIT systems.

[Section III, Understanding the ORS Interface](#), describes the layout and key features of ORS.

[Section IV, Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.

[Section V, Viewing Reports & Files](#), describes how to download student results.

[Section VI, Working with Rosters of Students](#), provides instructions on how to create and manage student rosters.

[Section VII, Searching for Specific Student's Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.





[Appendix A, Printing Reports in the ORS](#), provides detailed instructions on how to print reports in the ORS.

[Appendix B, User Support](#), provides additional information including Help Desk information.

## Document Conventions

The table below describes the key icons and elements used in this user guide.

### Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding actions that may cause errors.
	<b>Note:</b> This symbol accompanies helpful information or reminders.
<b>Text</b>	Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.
<i>Text</i>	Bold and italicized text indicates a page name.
Mono	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics indicates field names.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.
	<b>Tip:</b> This symbol accompanies useful information on how to perform a task.

## Additional Resources

The following publications provide additional information:

For information about which operating systems and browsers are supported, see the *System Requirements for Computer-Based Testing* document.

For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.

For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *AzMERIT Technical Specifications Manual for Computer-Based Testing*.

The above resources are available on the AzMERIT portal [azmeritportal.org/resources](https://azmeritportal.org/resources).

# Section I. Overview of the Online Reporting System (ORS)

ORS enables you to view test data for students who have been identified in the Test Information Distribution Engine (TIDE) to participate in both computer-based and paper-based AzMERIT tests. ORS contains two major features:

**Score Reports:** Provides score data for each AzMERIT test, both computer-based and paper-based. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on claims and reporting categories.

**Reports & Files:** Enables you to download student data files containing test scores and demographic information.

In addition, the ORS enables you to create rosters for analyzing aggregate score data for specific groups of students.

## Understanding User Roles and Permissions

Access to the AzMERIT ORS is managed through TIDE User Roles.

Individuals with a TIDE User Role of District Test Coordinator (DTC) or District Administrator (DA) have access to all district level reports, all school level reports within the district, all teacher level reports within the district, and all individual student reports for students who tested in the district. The DA user role is an appropriate role for the district superintendent and others who need access to all AzMERIT reports for the district.

Individuals with a TIDE User Role of School Test Coordinator (STC) or School Report Viewer (SRV) have access to all school level reports, all teacher level reports within the school, and all individual student reports for students who tested in the school. The SRV user role is an appropriate role for the school principal and others who need access to all AzMERIT reports for the school.

Individuals with a TIDE User Role of School Teacher (ST) have access to all teacher level reports and all individual reports for students rostered with the teacher. The ST role is an appropriate role for teachers whose current students and/or whose prior year students took the Spring 2015 AzMERIT.

## User Roles and Access in the Online Reporting System

Access Level and Roles*	DTC*	DA*	STC*	SRV*	ST*	TA*
<b>Score Reports</b>						
School Listing	✓	✓				
Teacher Listing	✓ (all schools in district)	✓	✓	✓	✓	
Class Roster Listing	✓	✓	✓	✓	✓	
Student Roster	✓	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	✓	
<b>Reports &amp; Files</b>						
Retrieve Student Results	✓	✓	✓	✓	✓	
<b>Rosters</b>						
Add Rosters	✓	✓	✓	✓	✓	
Edit Rosters	✓	✓	✓	✓	✓	
Upload Rosters	✓	✓	✓	✓	✓	
<b>Search Students</b>	✓	✓	✓	✓	✓	

\* DTC—District Test Coordinator; DA—District Administrator; STC—School Test Coordinator; ST—School Teacher, SRV—School Report Viewer; TA—Test Administrator

## Section II. Accessing the Online Reporting System (ORS)

This section explains how to log in, switch between different systems, and how to log out.

### Logging in to ORS

To log into ORS, you must have an authorized username and password in the Test Information Distribution Engine (TIDE) system. If you have not yet received your login information, contact your School Test Coordinator or District Test Coordinator as you will need to be added to TIDE before you can access ORS.



**Warning:** Do not share your login information with anyone. All AzMERIT systems provide access to student information, which must be protected in accordance with federal privacy laws.

*To log in to ORS:*

- 
1. Open your web browser and navigate to the AzMERIT portal (azmeritportal.org).

User Cards on Portal



2. Select the appropriate user role card on the portal.

- 
3. Click **Online Reporting System (ORS)**. The **Login** page appears.

ORS Card on Portal



- 
4. Enter your email address and password.
  5. Click **Secure Login**. You will be directed to ORS.

Login Page

---



## About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a temporary password and a link to log in to AzMERIT systems. You must log in with your temporary password within 30 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

### If your first temporary password expires:

If you did not log in within 30 days of receiving the first password email and activate your account, select the **Click here to request one** link in the *First Time User* section of the **Login** page to request a new temporary password. Enter your email address in the *Email Address* field and click **Next**. You will receive another email containing a new temporary password, which also expires in 30 days.

### If you forget your password:

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Next**. Enter the answer for your selected security question and click **OK**. You will receive another email containing a new temporary password, which also expires in 30 days. (It may take up to 10 minutes to receive the new email.)

### If you did not receive an email containing a temporary password:

Emails containing the temporary password come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are added in TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

### Additional Help

If you are unable to log in, contact the AzMERIT Help Desk for assistance at 1-844-560-7812 or [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org). You must provide your name and e-mail address.

## Switching Between AzMERIT Applications

When you are logged in to any AzMERIT application, you can switch between applications without signing in to each system separately.



**Note:** Access to these systems and their features is dependent on your user role. While users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

*To switch between the AzMERIT systems:*

1. Navigate to the drop-down list on the top left corner of your browser that displays the AzMERIT applications you can access.

SSO Drop-Down List



2. Select the system you want to use from this menu. You will be directed to the selected application and will not have to log in again.

## Logging out of ORS

ORS contains students' personally identifiable information. Be sure to log out of ORS to ensure that unauthorized users do not have access to this information.

*To log out of ORS:*

1. Click **Log Out** on the top right hand corner of the page.

Log Out button



**Note:** ORS has a timeout feature that automatically logs you out of ORS if your session is inactive for 20 minutes.

## Section III. Understanding the ORS Interface

This section describes ORS's features and layouts.

### ORS Welcome Page

When you first log in to ORS, the **Welcome** page opens. You can select the report you want to view from this page.



**Note:** To access the ORS reports and features at any other time, click the links in the ORS banner.

Welcome Page

The screenshot shows the 'Welcome Page' of the 'Online Reporting System'. At the top, it says 'Welcome to the Online Reporting System' followed by the question 'What are you interested in viewing?'. Below this is a 'Select' dropdown menu currently showing 'Demo District'. There are two main action areas: one for downloading student results with a button labeled 'Student Data Files' (with a file icon), and another for viewing score reports with a button labeled 'Score Reports' (with a bar chart icon). Each button is preceded by the text 'To download Student Results, click here:' and 'To view Score Reports, click here:' respectively.

*To view ORS reports:*

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are a district-level user associated with more than one district or a school-level user associated with more than one school. For example, if you are a school-level user with access to multiple schools, you will need to select the school whose reports you want to view.)
2. Do one of the following:
  - To view score reports, click **Score Reports**.
  - To download student results, click **Student Data Files**.
  - The page corresponding to your selection opens.

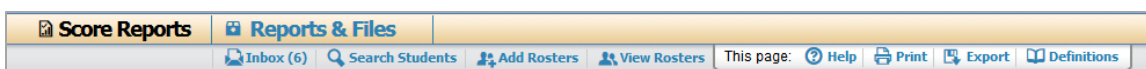
### ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all ORS reports and features. Click the links and buttons described below to access the different ORS reports and features.



**Alert:** Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser's back button.

#### ORS Banner



**Score Reports** displays the *Home Page Dashboard* page which allows users to access Score Reports. For information about these reports, see [Viewing Score Reports](#).

The **Reports & Files** drop-down menu provides access to the Student Data Files. For information about Reports & Files options, see [Viewing Reports & Files](#).

**Inbox** displays the *Student Data File & My Inbox* page where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files and PDF of Individual Student Reports from My Inbox](#).

**Search Students** opens a pop-up window where you can search for a student by SSID or by first or last name and access test results. For information about searching for students, see [Searching for Specific Student's Score Reports](#).

**Add Rosters** links to the *Add Roster* page where authorized users can create student rosters. For information about rosters, see [Working with Rosters of Students](#).

**View/Edit Rosters** links to the *View/Edit Roster* page where authorized users can view and edit student rosters. For information about rosters, see [Working with Rosters of Students](#).

**Upload Rosters** links to the *Upload Roster* page where authorized users can upload roster files. For information about rosters, see [Working with Rosters of Students](#).



**Note:** The links to add, view and edit, and upload rosters are displayed on the basis of your user role. For example, if you are not authorized to add rosters, the **Add Roster** link is not displayed in the banner.

## General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

#### General Tools



**Help** links to the resources page on the AzMERIT Portal from which you can access the *ORS User Guide*.

**Print** displays the browser's dialog box for printing the current page.



**Note:** Additional printing options are displayed when you click **Print** on the Student Roster Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, see [Appendix A, Printing Reports in the ORS](#).



**Caution:** The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.



**Tip:** Depending on the report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use your browser's Print Preview feature.

**Export** displays the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.

**Definitions** displays a pop-up window that provides definitions for terms specific to the report you are viewing.

#### Definitions Window

**Definitions**
X

**Achievement Level Descriptions for Overall Test**

**Minimally Proficient (2454-2554):**  
**Minimally Proficient** Your student shows a **minimal** understanding of the expectations for this course. Your student is highly likely to need support to be ready for the next ELA course.

**Partially Proficient (2555-2576):**  
**Partially Proficient** Your student shows a **partial** understanding of the expectations for this course. Your student is likely to need support to be ready for the next ELA course.

**Proficient (2577-2605):**  
**Proficient** Your student shows a **strong** understanding of the expectations for this course. Your student is likely to be ready for the next ELA course.

**Highly Proficient (2606-2664):**  
**Highly Proficient** Your student shows an **advanced** understanding of the expectations for this course. Your student is highly likely to be ready for the next ELA course.

**Score Reporting Categories**

Reading for Information  
 Reading For Literature  
 Writing and Language

## Section IV. Viewing Score Reports

This section describes score reports, their features, and how to access different score reports.

### Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for AzMERIT tests. Data can be compared with the overall state and district average for the test you are analyzing. ORS data is preliminary and may not be used for accountability purposes. All score report data is based on the total number of students whose tests have been scored.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics. See [Working with Rosters of Students](#), for additional information.

The table below provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
<b>Home Page Dashboard</b> Summary of performance (to date) across grades and subjects or courses for the current administration.	✓	✓	✓		
<b>Subject Detail</b> Data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Scoring Category Level Detail</b> Scoring Category percentage at each performance level for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Student Roster</b> Roster of all students who belong to a school, teacher, or class with their associated subject or course (and scoring category, if applicable) scores for the current administration.	✓	✓	✓	✓	
<b>Student Detail</b> Detailed information about a selected student's performance in a specified subject or course (and scoring category, if applicable).					✓

## Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

The score data you see is dependent on your role; for example, a school administrator only sees that school's aggregate data.

Home Page Dashboard Page

### Home Page Dashboard

Select Test and Year

Test: AzMERIT

Administration: Spring 2015

Click on a grade and subject to view more information.

#### Number of Students Tested and Percentage of Students Passing for Demo District, Spring 2015

ELA

Grade	Number of Students Tested	Percent Passing
Grade 3	266	43%
Grade 4	201	39%
Grade 5	218	43%
Grade 6	242	40%
Grade 7	214	43%
Grade 8	218	37%

Math

Grade	Number of Students Tested	Percent Passing
Grade 3	267	46%
Grade 4	201	46%
Grade 5	220	28%
Grade 6	242	36%
Grade 7	215	29%
Grade 8	219	26%

To view the **Home Page Dashboard** page immediately after logging in to the ORS:

1. On the **Welcome** page, click **Score Reports**.



**Note:** If you have access to more than one entity, from the *Select* drop-down list on the **Welcome** page (see Step-[1](#)), select the entity whose scores you want to view and then click **Home**.

To view the **Home Page Dashboard** page at any other time:

1. Click **Score Reports** on the banner at the top of the web page.

## Defining the Student Population

From the **Home Page Dashboard** page, you can select the test and administration for which you want to view score data.

*To select the test and administration:*

1. From the *Test* drop-down list, select an assessment (e.g., AzMERIT).
2. From the *Administration* drop-down list, select an administration (e.g., Spring 2015).

The **Home Page Dashboard** page aggregation tables display data based on your selections. See [Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

## Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

Aggregation tables appear on the **Home Page Dashboard** page that display score data for students by grade or course and subject and provide access to more detailed subject score reports.



**Note:** For AzMERIT, if a student submitted more than one test for scoring (e.g., one paper test and one online test), the test record where the student scored the highest is used for all aggregations.

Home Page Dashboard Aggregation Tables

Number of Students Tested and Percentage of Students Passing for Demo District, Spring 2015					
ELA			Math		
Grade	Number of Students Tested	Percent Passing	Grade	Number of Students Tested	Percent Passing
Grade 3	266	43%	Grade 3	267	46%
Grade 4	201	39%	Grade 4	201	46%
Grade 5	218	43%	Grade 5	220	28%
Grade 6	242	40%	Grade 6	242	36%
Grade 7	214	43%	Grade 7	215	29%
Grade 8	218	37%	Grade 8	219	26%
Grade 9	2	0%	Algebra I	1	100%
Grade 10	2	50%	Geometry	2	50%
Grade 11	2	0%	Algebra II	1	0%

The columns appearing in this report are:

**Number of Students Tested**—This column displays the number of students to date who completed their test and have a valid score.

**Percentage Passing**—This column displays preliminary percent of tested students reaching the proficient threshold in each grade or course and subject for the current window. The percentage is a ratio of the number of students that were proficient on the test to the number of students that took the test.

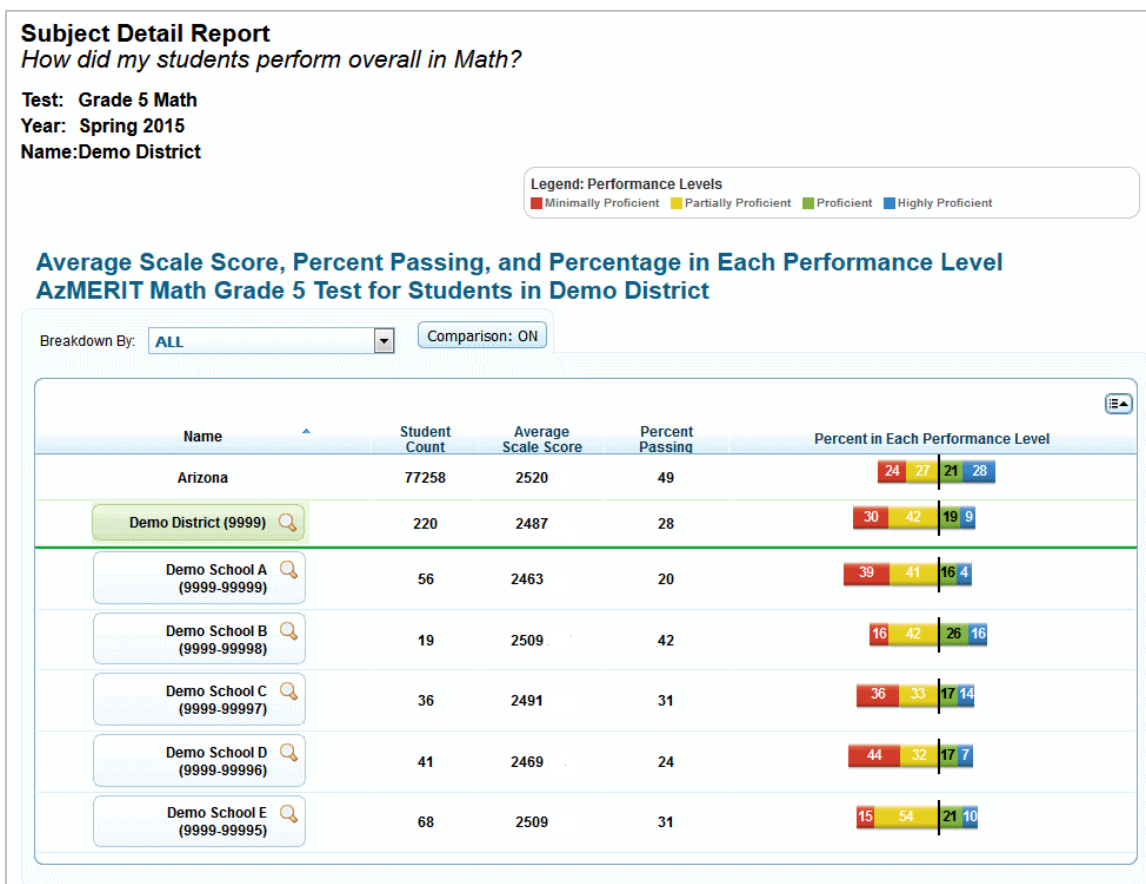
*To access detailed score reports for a particular subject:*

From the **Home Page Dashboard** page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the subject detail report for Grade 5



Mathematics, click the grade-subject button highlighted in the figure above. The corresponding Subject Detail Report appears.

Sample Subject Detail Report



## Understanding the Score Report Layout and Features

Most score reports share similar features. The figure below illustrates some of the common features of score reports, which are:

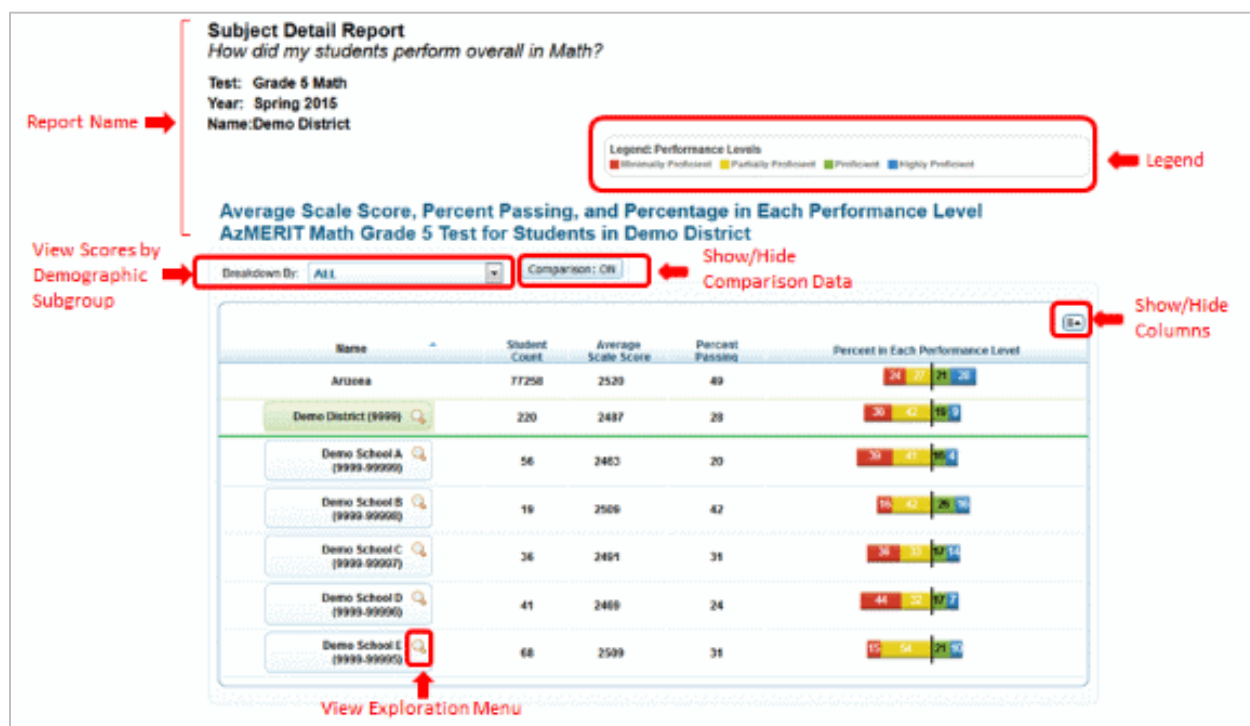
**Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.

**Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.

**Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.

**Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all reports.)


## Annotated Subject Detail Score Report





## Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu.

To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (e.g., school or teacher). The Exploration Menu appears.

Navigation Widget Icon

Name
Arizona
Demo District (9999) 
Demo School A (9999-99999) 

2. From the Exploration Menu drop-down lists, select the report that you wish to view. The report options that are available may vary. For information about the different categories of score reports, see [Understanding the Exploration Menu Options](#)

Exploration Menu

Demo School A (9999-99999)

Select: ELA ▼

Select: Grade 3 ▼

Select: Teacher ▼

Select: Subject ▼

Select: Current Admin ▼

View

3. Click **View**. The selected report opens.

### Understanding the Exploration Menu Options

The Exploration Menu lets you navigate to different types of score reports for a selected subject and grade. By default, the first two drop-down lists display the subject and grade cell you selected from the **Home Page Dashboard** aggregation tables to access the score reports. You can navigate to a different grade within the same subject or navigate to a different subject, if available for the selected assessment, by selecting the required values from the relevant drop-down lists.

#### Subject and Grade Selection Fields

Field	Description
Subject	Displays the subjects available for the selected assessment.
Grade	Displays the grades available for the selected assessment.

The remaining three drop-down lists on the Exploration Menu let you select the type of score report that you wish to view. For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school, teacher, or roster), content type (e.g., subject or reporting category), or period of time. The table below describes these dimensions.

Using the Exploration Menu, you can navigate to any report by making different selections under the Who, What, and When dimensions. However, the dimension categories that are available depend on your user role, the report you are viewing, and the entity level where you have opened the Exploration Menu. If a drop-down list displays N/A or does not show any options, it means that you cannot navigate any further up or down in that dimension.

For example, as a district level user you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Class Roster Listing, and Student Roster. While viewing the School Listing Report, if you open the Exploration Menu from the district level, the only available option in the “Who” dimension will be **School** since it is not possible to view

aggregates for all the teachers, rosters, or students belonging to a district. However, if you open the Exploration Menu from the school level, you will be able to select **Teacher**, **Roster**, or **Student** to navigate to the required aggregation report for the selected school.

#### Score Reports Dimensions

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).	School Teacher Roster Student
What	Displays data by appropriate content levels within the selected subject.	Subject Scoring Categories
When	Displays data as a snapshot of performance in the current administration.	Current Admin

### Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in the figure below.

*To view score reports by a demographic subgroup:*

1. From the *Breakdown By* drop-down list, select the required demographic subgroup. See the table below for the available subgroups.

#### Demographic Subgroups

Subgroup	Description	Possible Values
Ethnicity	Student's ethnicity code.	<ul style="list-style-type: none"> <li>• Asian</li> <li>• Black or African American</li> <li>• American Indian or Alaska Native</li> <li>• White</li> <li>• Hispanic or Latino Ethnicity</li> <li>• Native Hawaiian or Other Pacific Islander</li> </ul>
Gender	Student's gender.	<ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>

## Sample Score Report with Breakdown By Gender

**Subject Detail Report**  
*How did my students perform overall in Math?*

Test: Grade 5 Math  
 Year: Spring 2015  
 Name: Demo District

Legend: Performance Levels  
 Minimally Proficient Partially Proficient Proficient Highly Proficient

**Average Scale Score, Percent Passing, and Percentage in Each Performance Level**  
**AzMERIT Math Grade 5 Test for Students in Demo District**


Breakdown By: **Gender** Comparison: ON

Name	Grouping	Student Count	Average Scale Score	Percent Passing	Percent in Each Performance Level
Arizona	ALL	77258	2520	49	24 27 21 28
Arizona	Female	37749	2520	48	24 28 21 27
Arizona	Male	39509	2520	49	25 26 21 28
Demo District (9999)	ALL	220	2487	28	30 42 19 9
Demo District (9999)	Female	119	2488	29	33 38 18 11
Demo District (9999)	Male	101	2486	26	27 48 19 7
Demo School A (9999-99999)	ALL	56	2463	20	39 41 16 4
Demo School A (9999-99999)	Female	29	2478	28	38 34 21 7
Demo School A (9999-99999)	Male	27	2447	11	41 48 11

## Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report.

*To show or hide a report's columns:*

1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view, move your cursor away from the arrow icon.

### List of Score Report Columns

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Grouping
<input checked="" type="checkbox"/>	Student Count
<input checked="" type="checkbox"/>	Average Scale Score
<input checked="" type="checkbox"/>	Percent Passing
<input checked="" type="checkbox"/>	Percent in Each Performance Level

## Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

*To sort the data:*

1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.



**Note:** The selected sort order is automatically applied to all the reports that you view while logged in to the ORS. However, if you log out of the ORS, the sort order automatically reverts to the default.

## Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.



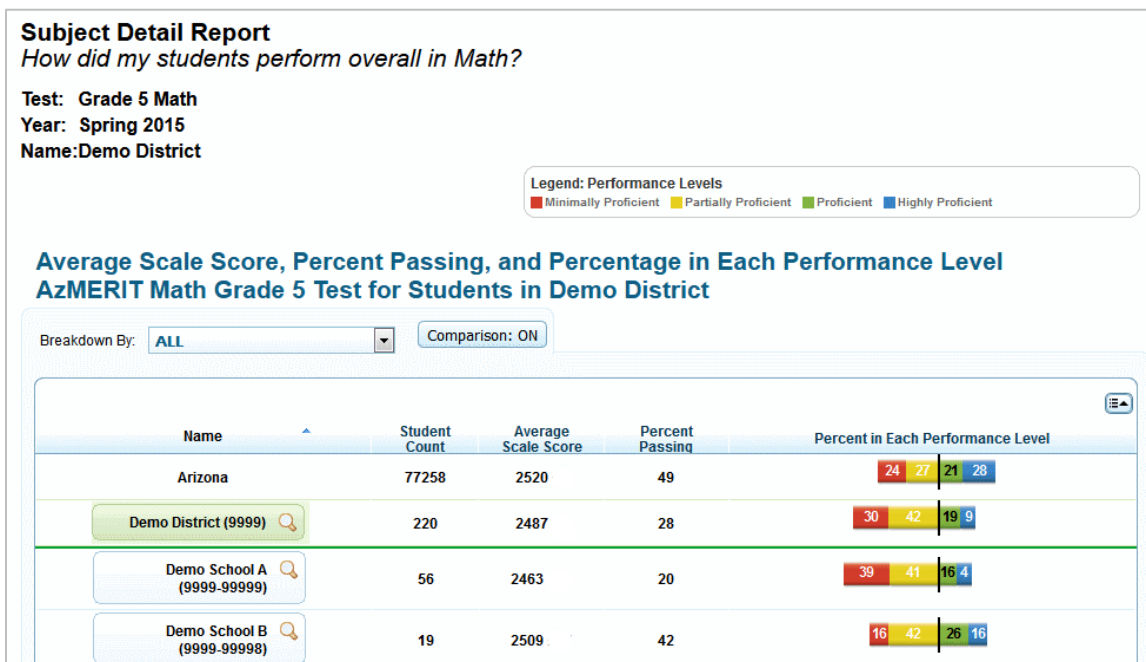
**Note:** Additional comparison data at the teacher and roster levels may also be displayed for some reports. However, the comparison rows that are available depend on the entity level from which the report has been accessed. For example, the comparison rows will include the overall score data of the teacher if you access the Class Roster Listing Report from the Teacher Listing Report and not the School Listing Report.

*To show or hide comparison data:*

1. Click the **Comparison** button above the report.

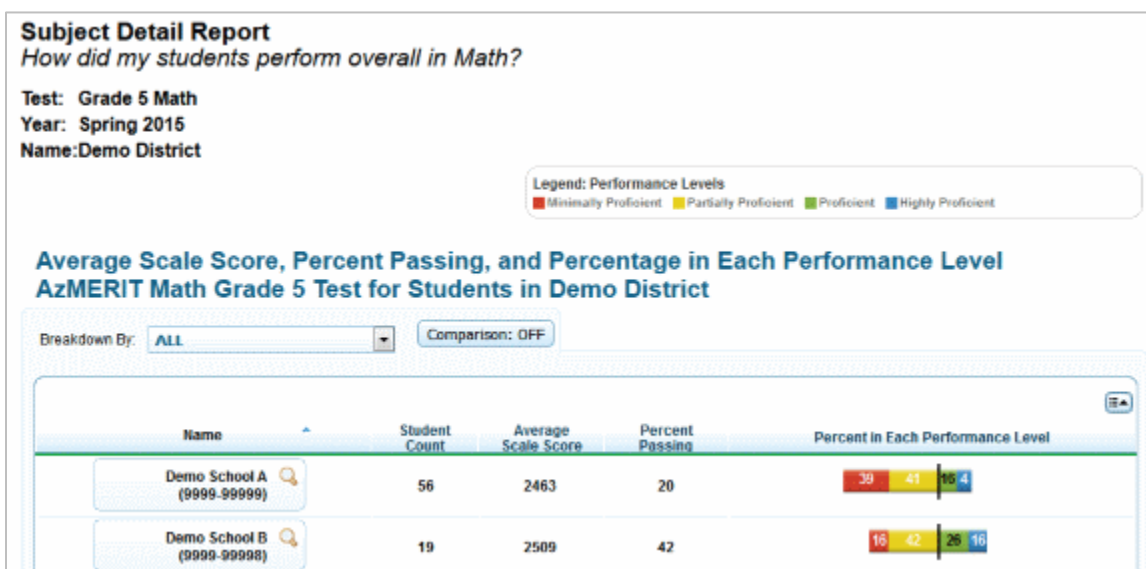
When **Comparison: On** is displayed, the comparison rows are visible on the report.

Sample Score Report with Comparison On



When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Sample Score Report with Comparison Off



## Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Home Page Dashboard** page and provides access to other score report categories.

The subject detail report name consists of the following components:

*Subject Detail Report. How did my students perform overall in [Subject or Course],* where the text within brackets indicates variables that change based on the test that you have selected.

Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.

The title of the score report table is *Average Scale Score, Percent Passing and Percentage in Each Performance Level [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. The table below describes the Subject Detail Reports columns.

Subject Detail Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).
Student Count	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The average score of students who completed the scaled tests.
Percent Passing	The percent of tested students reaching the proficient threshold on the selected test for the current window.
Percent in Each Performance Level	The distribution of students across each of the four performance levels.



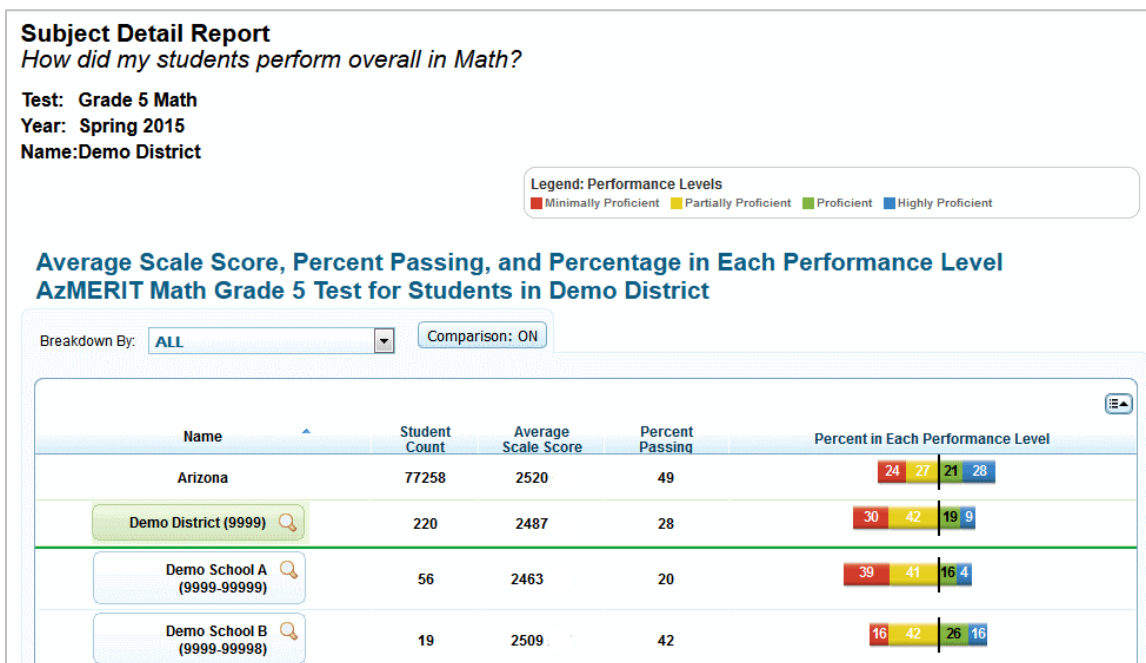
## Viewing School Listing Subject Detail Report

The School Listing Subject Detail Report is the default for state- and district-level users and shows data for the grade or course and subject selected on the **Home Page Dashboard** page. A school's performance data is displayed together with the associated district's and state's performance in the selected grade or course and subject for the purpose of comparison. You can view the data for each school in the selected district.

*To generate a school listing subject detail report:*

1. From the **Home Page Dashboard** page, select the test and administration for which you want to view score data.
2. From the **Home Page Dashboard** page aggregate tables, click the grade/course and subject cell for which you want to view a school listing subject detail report. The School Listing Subject Detail Report for the selected test opens.


Sample School Listing Subject Detail Report

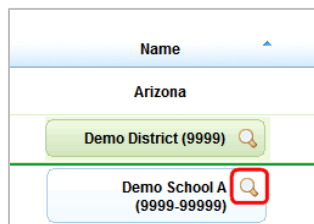


## Viewing Teacher Listing Subject Detail Report

The Teacher Listing Subject Detail Report is available to district- and school-level users and displays data for all the teachers in the selected school whose students have completed the selected test.

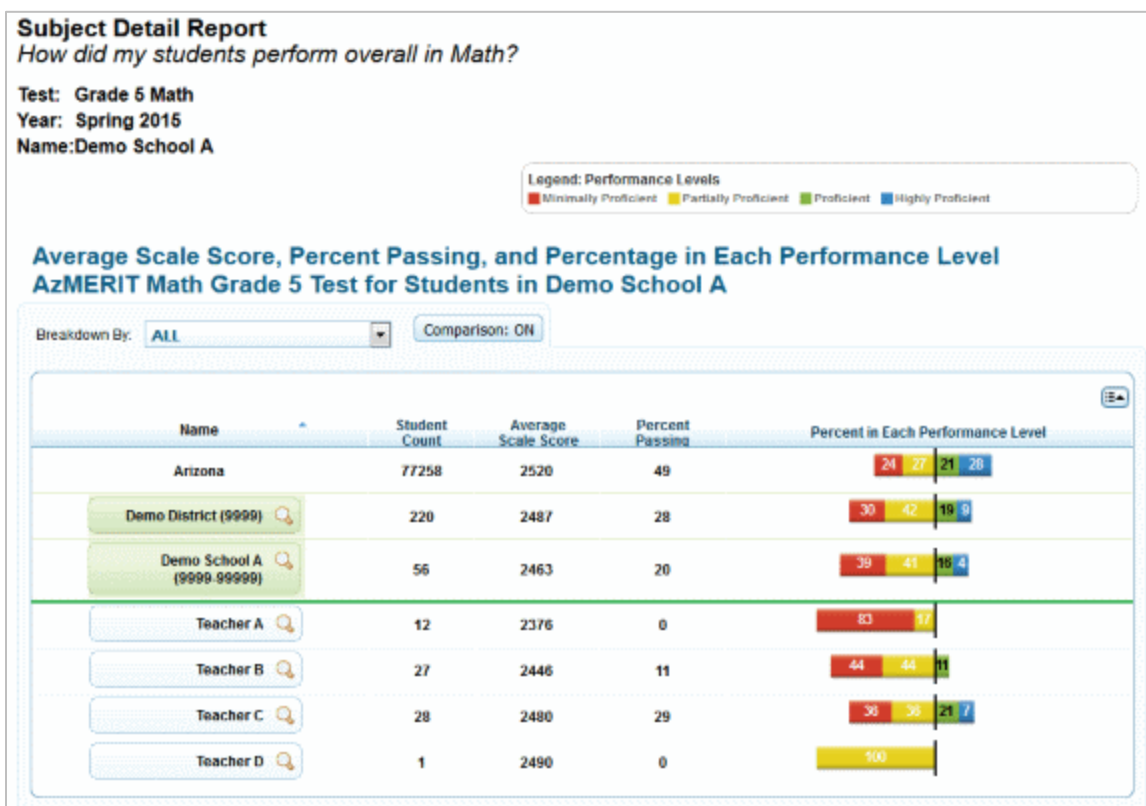
*To navigate to the Teacher Listing Subject Detail Report from the School Listing Subject Detail Report:*

1. On the School Listing Subject Detail Report, click  next to a school name. The Exploration Menu opens.



2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select **Teacher**; from the What dimension drop-down list, select **Subject**; from the When dimension, select **Current Admin**.
3. Click **View**. The teacher listing subject detail report for the selected school opens.


### Teacher Listing Subject Detail Report



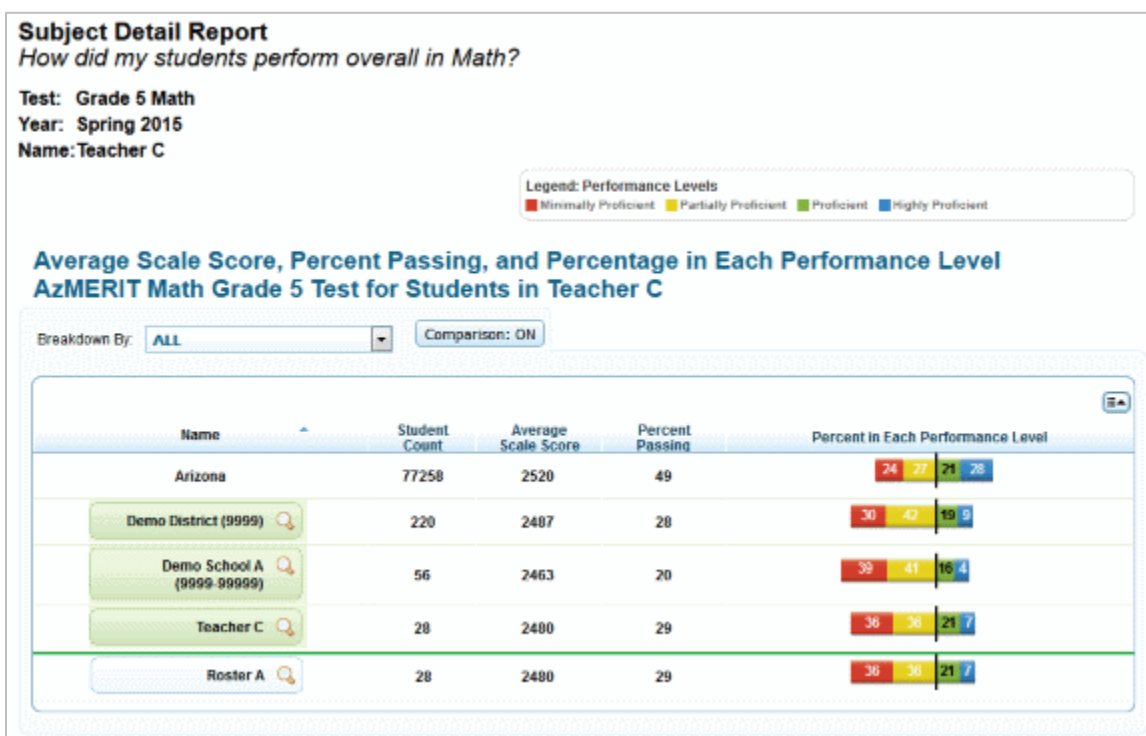
## Viewing Class Roster Listing Subject Detail Report

The Class Roster Listing Subject Detail Report displays the selected school's or teacher's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, see [Working with Rosters of Students](#).

*To navigate to the Class Roster Listing Subject Detail Report from the Teacher Listing Subject Detail Report:*

1. On the Teacher Listing Subject Detail Report, click  next to a teacher's name. The Exploration Menu opens.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select **Roster**; from the What dimension drop-down list, select **Subject**; from the When dimension, select **Current Admin**.
3. Click **View**. The class roster listing subject detail report for the selected teacher opens.

### Class Roster Listing Subject Report



## Viewing Student Roster Subject Detail Report


The Student Roster Report displays the scores of all the students associated with the selected school, teacher, or roster who have completed the selected test.



### Note: About Student Scores

For AzMERIT, if a student submitted more than one test for scoring (e.g., one paper test and one online test), the test record where the student scored the highest is reported on the Student Roster Report.

*To navigate to the Student Roster Subject Detail Report from the Class Roster Listing Subject Detail Report:*

1. On the Class Roster Listing Subject Detail Report, click  next to a roster's name. The Exploration Menu opens.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select **Student**; from the What dimension drop-down list, select **Subject**; from the When dimension, select **Current Admin**.
3. Click **View**. The Student Roster Subject Detail Report for the selected roster opens.

### Student Roster Subject Detail Report Columns

Column	Description
Name	The name of the student.
SSID	The student's unique identifier.
Scale Score	The student's scale score.
Performance Level	The performance level associated with the student's score.

## Sample Student Roster Report

**Student Roster Report - Summary of Overall Student Performance**  
*How did my students perform overall in Math?*

Test: Grade 5 Math  
 Year: Spring 2015  
 Name: Roster A

Legend: Performance Levels  
 1 Minimally Proficient 2 Partially Proficient 3 Proficient 4 Highly Proficient

Breakdown By: **ALL** Go

**Comparison Scores**

Name	Average Scale Score
Arizona	2520
Demo District (9999)	2487
Demo School A (9999-99999)	2463
Teacher C	2490
Roster A	2480

**Scale Scores and Performance Levels**  
 AzMERIT Math Grade 5 Test for Students in Roster A

Name	SSID	Scale Score	Performance Level
Student A	99999901	3600	3
Student B	99999902	Invalidated	Invalidated
Student C	99999978	3570	2
Student D	99999965	3670	4

**Disaggregating the Student Roster Subject Detail Report by Demographic Subgroup**

Similar to the other score reports, you can disaggregate the data displayed on the **Student Roster Report** page by demographic subgroups. However, the procedure for disaggregating and viewing the data is different from the higher level reports.

*To disaggregate score data by a subgroup:*

1. From the *Breakdown By* drop-down list, select the required group. A *Values* field appears.

## Student Roster Report Breakdown By Fields

Breakdown By: **Gender** Go


Values: **Male**

2. From the *Values* drop-down list, select a specific subgroup. For example, select **Male** for the subgroup **Gender**.
3. Click **Go**. The new student roster report only includes students that match the specified value.

## Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score; performance level for the selected subject; as well as performance and scoring category description at each scoring category. It also displays average scale scores for the state, district, and school for comparison purposes.

*To navigate to the Individual Student Report from the Student Roster Subject Detail Report:*

1. On the Student Roster Subject Detail Report, click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select **Student**; from the What dimension drop-down list, select **Subject**; from the When dimension, select **Current Admin**.
3. Click **View**. The Individual Student Report for the selected student opens.

For information about the features of the Individual Student Report page, see About the Individual Student Report.

## Sample Individual Student Report (Math)

**Individual Student Report**  
How did my student perform on the Math test?

Test: Grade 5 Math  
Year: Spring 2015  
Name: Student D

**Legend: Performance Levels**

1 Minimally Proficient 2 Partially Proficient 3 Proficient 4 Highly Proficient

**Legend: Scoring Categories**

Below Mastery All Near Mastery Above Mastery

**Student Subject Performance**

Name	SSID	Birth Date	Scale Score	Performance Level
Student D	99999965	09/09/2001	3646	4

**Scale Score Performance**

Student D Scored **3646**

Scale Score	Performance Level	Description
3698	4	<b>Highly Proficient</b> Your student shows an advanced understanding of the expectations for his or her tested grade. Your student is highly likely to be ready for math in the next grade.
3635	3	<b>Proficient</b> Your student shows a strong understanding of the expectations for his or her tested grade. Your student is likely to be ready for math in the next grade.
3595	2	<b>Partially Proficient</b> Your student shows a partial understanding of the expectations for his or her tested grade. Your student is likely to need support to be ready for math in the next grade.
3563	1	<b>Minimally Proficient</b> Your student shows a minimal understanding of the expectations for his or her tested grade. Your student is highly likely to need support to be ready for math in the next grade.
3478		

**Comparison Scores**

Name	Average Scale Score
Arizona	2520
Demo District (9999)	2487
Demo School A (9999-99999)	2463
Teacher C	2480
Roster A	2480

**Student Performance on Scoring Categories**

Scoring Categories	Performance	What was assessed?	What do these results mean?
Operations, Algebraic Thinking, and Numbers in Base Ten	+	Students read, write, round, and compare decimals to thousandths. They add, subtract, multiply, or divide decimals to hundredths. They write and find the value of numerical expressions and use given rules to create patterns. Students can find relationships between two patterns and graph ordered pairs. They can multiply multidigit numbers. They solve, represent, and explain four-digit by two-digit division problems using place value, multiplication, equations, or arrays.	Your student may have trouble writing and finding the value of expressions using correct operations and mathematical symbols, including parentheses; explaining and using patterns when multiplying and dividing by powers of ten; reading, writing, rounding, and comparing decimals to thousandths; and solving multidigit multiplication and division problems using place value, relationships between operations, equations, and models (area and array models).
Numbers and Operations – Fractions	✓	Students add and subtract fractions with different denominators (bottom number), including mixed numbers. They multiply fractions, including proper, improper, and mixed numbers, and solve division word problems with fractions or mixed numbers as answers. Students create and use models to explain multiplication and division story problems with fractions. They find the area of rectangles with side lengths that include fractions, by using unit squares or multiplying.	Your student often solves fraction word problems with different denominators (bottom number); solves division word problems with fractions for answers; creates and uses models to explain story problems for multiplication and division fraction problems; uses the relationship between multiplication and division to divide unit fractions (1 as the numerator, or top number) and whole numbers by each other, and finds the area of rectangles with side lengths that include fractions.

## Sample Individual Student Report (ELA)

**Individual Student Report**  
How did my student perform on the ELA test?

Test: Grade 3 ELA  
Year: Spring 2015  
Name: Student A

**Legend: Performance Levels**

1 Minimally Proficient 2 Partially Proficient 3 Proficient 4 Highly Proficient

**Legend: Scoring Categories**

Below Mastery At Near Mastery Above Mastery

**Student Subject Performance**

Name	SSID	Birth Date	Scale Score	Performance Level	Move on When Reading Requirement Met?
Student A	99999901	09/21/1999	2459	1	No

**Scale Score Performance**

2605 Highly Proficient Your student shows an advanced understanding of the expectations for his or her tested grade. Your student is highly likely to be ready for ELA in the next grade.

2541 Proficient Your student shows a strong understanding of the expectations for his or her tested grade. Your student is likely to be ready for ELA in the next grade.

2509 Partially Proficient Your student shows a partial understanding of the expectations for his or her tested grade. Your student is likely to need support to be ready for ELA in the next grade.

2497 Minimally Proficient Your student shows a minimal understanding of the expectations for his or her tested grade. Your student is highly likely to need support to be ready for ELA in the next grade.

2395

Student A Scored **2459**

**Comparison Scores**

Name	Average Scale Score
Arizona	2520
Demo District (9999)	2487
Demo School A (9999-99999)	2463
Teacher C	2480
Roster A	2480

**Student Performance on Scoring Categories**

Scoring Categories	Performance
Reading for Information	<p><b>What was assessed?</b> Students find the main idea and the supporting details of a text. They connect events, ideas, steps, sentences, paragraphs, and illustrations to one another. They find similarities and differences between two texts on the same topic.</p> <p><b>What do these results mean?</b> Your student can often answer questions using details from a text and information in pictures (like maps); find the main idea of a text and use key details to support it; tell the author's point of view in a text; and find the most important ideas in two texts on the same topic.</p>
Reading For Literature	<p><b>What was assessed?</b> Students ask and answer questions about a text. They tell how characters and their actions affect a story. They explain how pictures help tell a story. They read two texts by one author and tell the similarities and differences. They find the central message of a story.</p> <p><b>What do these results mean?</b> Your student may have trouble retelling a story using details from a text; telling the feelings of characters in a story; finding the meaning of words or phrases in a text; telling the parts of a poem (like a stanza); and using pictures from a text to understand a story.</p>
Writing and Language	<p><b>What was assessed?</b> Students write to give information or state opinions. They write on a topic giving supporting details or facts. They use correct capitalization, punctuation, and spelling. They use sentences, a glossary, or a dictionary to figure out the meaning of new words.</p> <p><b>What do these results mean?</b> Your student may have trouble organizing writing for a purpose (like to give information or give opinions); using clues in a text to understand the meaning of new words; spelling commonly used words correctly; and writing simple sentences with correct capitalization and punctuation.</p>

**Writing Essay Performance**

Statement of Purpose, Focus & Organization	Evidence & Elaboration	Conventions & Editing
Your student earned 1 out of 4 possible points. Your student's essay may be related to the topic but has little focus. It may be very short or often drift from the topic. The opinion may be confusing or unclear. The response has little structure. It may use very few or no transitions. It may also include extra ideas that do not support the opinion.	Your student earned 3 out of 4 possible points. Your student's essay includes details, facts, and sources that adequately support its opinion. This evidence is generally integrated into the response. The words used are appropriate for audience and purpose.	Your student earned 0 out of 2 possible points. Your student's essay shows a lack of understanding of sentence formation and other conventions. There are many mistakes in spelling, punctuation, and capitalization. These mistakes make the meaning or point of the response unclear.



## About the Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. The Individual Student Report provides the following information:

**Student Subject Performance**—This table includes:

The student's name and student ID.

The student's birth date.

The student's overall scale score for a test opportunity.

The performance level classification associated with the student's score for a test opportunity. Refer to the performance level legend on the top of the report for understanding the data represented.



**Note:** For Grade 3 ELA tests, an indicator for whether the student has met the Move On When Reading (MOWR) Requirement is also reported.

**Scale Score Performance**—This barrel chart visually depicts the student's performance level based on his or her highest overall scale score.

**Student Performance on Scoring Categories**—This table includes:

The student's performance level in each of the scoring categories for the test opportunity corresponding to the highest overall performance. Refer to the scoring category legend on the top of the report for understanding the symbols represented.

Descriptions of what was assessed in each scoring category and what the student's results mean.

**Comparison Scores**—This table includes average scale scores for the state, district, and school with which the student is associated.

**Writing Essay Performance**—This table provides information about the student's performance on the Writing test.



**Note:** This Writing Essay Performance table is only displayed for ELA tests.

## Viewing Scoring Category Reports

For the selected test, the Scoring Categories report shows the percentage of your students in each Scoring Category and an indicator of whether the category is a strength or a weakness for each group.

The Scoring Categories report name consists of the following components:

The score report name is *Scoring Category Detail Report. What are my [entity's] strengths and weaknesses in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.

Each report indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.

The title of the score report table is *Average Scale Score, Percent Passing and Performance on Each Scoring Category [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

### Scoring Category Report Columns





Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).
Student Count	The number of students to date who submitted the selected test for scoring and have a valid score.
Average Scale Score	The mean scale score and standard error of the mean of students who have completed the selected test.
Scoring Category	The scoring categories constituting the selected subject.
Percent in Each Scoring Category	The distribution of students across each of the three scoring category proficiency levels.
Relative Strength and Weakness Indicator	Number of students at each strand level who meet or exceed the strand target. For more information, see <a href="#">About the Relative Strength and Weakness Indicator Column</a>

### About the Relative Strength and Weakness Indicator Column

The performance levels indicated on this report are relative to the test as a whole. Unlike performance levels provided at the subject level, these strengths and weaknesses do not imply proficiency. Instead, they show how a group of students' performance is distributed across the scoring categories relative to their overall subject performance on a test.

For example, a group of students may have performed very well in a subject, but performed slightly lower in several scoring categories. Thus, the downward arrow for a scoring category does not imply a lack of proficiency. Instead, it simply communicates that these students' performance on that scoring category was statistically lower than their performance across all other scoring categories put together. Although the students are doing well, an educator may want to focus instruction on these areas.


## Scoring Category Level Legend Descriptions

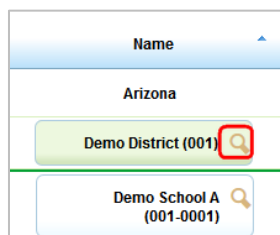
Icon	Scoring Category Level	Description
	Better than performance on the test as a whole	This scoring category is a relative strength. The group of students performed better on items from this scoring category than they did on the rest of the test as a whole.
	Similar to performance on the test as a whole	This scoring category is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this scoring category as they did on the rest of the test as a whole.
	Worse than performance on the test as a whole	This scoring category is a relative weakness. The group of students did not perform as well on items from this scoring category as they did on the rest of the test as a whole.
	Too Few Items or Too Few Students	Not enough information is available to determine whether this scoring category is a relative strength or weakness.

## Viewing School Listing Scoring Category Report

The School Listing Scoring Category Report is available for district-level users. A school's performance data on each scoring category constituting the selected grade and subject is displayed together with the associated district's and state's performance for the purpose of comparison. You can view the data for each school in the selected district.

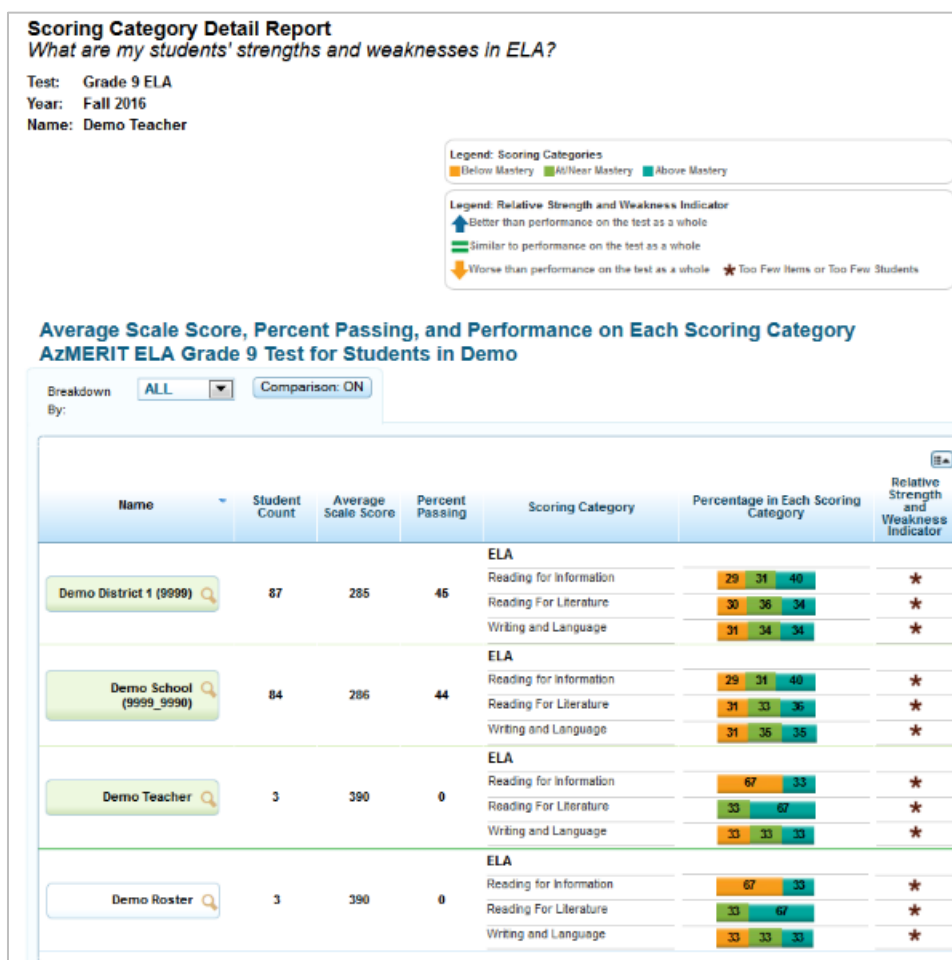
*To access the School Listing Scoring Category Report from the School Listing Subject Detail Report:*

1. On the School Listing Subject Detail Report, click  next to the district name. The Exploration Menu opens.



2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the What dimension drop-down list, select **Scoring Categories**; from the Who dimension drop-down list, select **School**; from the When dimension, select **Current Admin**.
3. Click **View**. The School Listing Scoring Category report opens.


## Sample School Listing Scoring Category Report



## Viewing Student Listing Claims Report

The Student Roster Scoring Category Report displays scoring category performance for all the students associated with the selected school, teacher, or roster who have completed the selected test.

*To access the Student Roster Scoring Category Report from the School Listing Scoring Category Report:*

1. On the School Listing Scoring Category Report, click  next to an entity's name. The Exploration Menu opens.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the what dimension drop-down list, select **Scoring Categories**; from the who dimension drop-down list, select **Student**; from the when dimension, select **Current Admin**.
3. Click **View**. The Student Roster Scoring Category Report opens.

The Student Listing Scoring Category Score Report differs from higher level scoring category reports in that it reports a student's name, student identification number, overall subject scale score, and overall subject performance level, as well as the scoring category classification associated with the student's scoring category performance. Refer to the legend on the top of the report to understand the data represented.

### Sample Student Roster Scoring Category Report

**AzMERIT** | Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics

**Score Reports** | **Reports & Files**

Inbox (0) | Search Students | Manage Rosters | This page: Help | Print | Export | Definitions

#### Student Roster Report - Students' Performance on Each Scoring Category

*How did my students perform on the ELA test?*

Test: Grade 10 ELA  
Year: Fall 2016  
Name: Demo School AZ 1

**Legend: Scoring Categories**

- Below Mastery
- At/Near Mastery
- Above Mastery

**Legend: Performance Levels**

- 1 Minimally Proficient
- 2 Partially Proficient
- 3 Proficient
- 4 Highly Proficient

Breakdown By: **ALL** | Go

**Comparison Scores**

Name	Average Scale Score
Demo District AZ 1 (9999)	2559
Demo School AZ 1 (9999_9990)	2559

**Scale Scores and Performance Levels**  
**AzMERIT ELA Grade 10 Test for Students in Demo School AZ 1**

Name	SSID	Scale Score	Performance Level	Reading for Information	Reading For Literature	Writing and Language
Demo, Student A.	99999062	N	INC	INC	INC	INC
Demo, Student B.	99999093	2559				
Demo, Student C.	99999007	N	INC	INC	INC	INC
Demo, Student D.	99999315	N	INC	INC	INC	INC

Similar to the Student Roster Subject Detail Score Report, you can print or export the report. You can also disaggregate the report by demographic subgroups. For more information, see [Disaggregating the Student Roster Subject Detail Report by Demographic Subgroup](#).

## Section V. Viewing Reports & Files

The **Reports & Files** feature enables you to retrieve student results. This section provides instructions on how to generate and view the available reports.

### Retrieving Student Data Files

You can download student data for a selected administration by district, school, teacher, or roster. The data includes students' personal information, including enrolled school and district, grade level, and the selected test scores and scoring category scores (if applicable). You can also generate PDFs of Individual Student Reports in a Zip file.

### Generating a Data File or PDF of Individual Student Reports

To generate a student data file or PDF of Individual Student Reports:

1. From the *Reports & Files* drop-down list, select **Student Data File**. The **Student Data File & My Inbox** page opens.

Student Data File & My Inbox Page

### Student Data File & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

**Step 1: Choose What**

Report Type: Student Data

Test: AzMERIT Date Range

Administration: Spring 2015

Tested Grade: All Grades

Download Format: Excel

Filter By: ALL

[Download Roster](#)

**Step 2: Choose Who**

District: Demo District (9999)

School: ALL

### Inbox

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (9999)	STUDENT	EXCEL	District	AzMERIT	Spring 2015	All	9/29/2015 11:55 AM	<a href="#">Download</a>

2. From the **Step 1: Choose What** section, select the report, tests, grades, and other variables.
  - *Report Type*: Select a report. The available options are **Student Data** and **PDF of Student Reports**.
  - *Test*: select an assessment (e.g., AzMERIT).
  - *Administration*: select an administration (e.g., Spring 2015).

- *Tested Grade:* select a grade. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a compressed (.zip) file.
  - *Download Format:* Select a file format from the options available for the selected report:
    - **Student Data:** The default is an Excel (.xls) spreadsheet file. You can select a different format, such as .csv, if available.
    - **PDF of Student Reports:** The report is generated as a PDF, which is the only available format.
  - *Filter By (Optional):* Select a specific demographic subgroup. You may also select **All**, which is the default. If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.
3. From the **Step 2: Choose Who** section, select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with is pre-selected and the drop-down lists are grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.
- *District:* Select a district if applicable.
  - *School:* Select a school if applicable. You can also select **All** to generate a report that includes all your schools. For Student Data report, data for all your schools is listed in a single file. For PDFs of Individual Student Reports, separate PDF reports are generated for each of your schools.
  - *Teacher (Optional):* If a school was selected, choose a teacher from the *Teacher* dropdown. The default is set to **All** and includes all teachers associated with the school. For teacher-level users, the school will already be selected.
  - *Roster (Optional):* If a teacher was selected, choose a roster. The default is set to **All** and includes all rosters associated with the selected teacher.
4. Click **Download**. A confirmation message appears to inform you that your request has been queued and you will be informed via e-mail once the file is ready.
5. Once the file has been generated, it will be displayed in the **My Inbox** section on the **Student Data File & My Inbox** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

## Accessing Student Data Files and PDF of Individual Student Reports from My Inbox

The My Inbox lists the student data files and PDFs that you generated from the **Student Data File & My Inbox** page as well as the PDF files of individual student reports generated from the **Student Roster Report** page.

The files in the Inbox are listed in the order in which they were generated and are available for 30 days.

To access the Inbox:

- Do one of the following:
  - From the *Reports & Files* drop-down list, select **Student Data File**.
  - Click **Inbox** on the banner. The number in parentheses next to **Inbox** displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the *My Inbox* consists of two files of which one has previously been downloaded, (1) will be displayed next to **Inbox**.

Inbox

Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (9999)	STUDENT	EXCEL	District	AzMERIT	Spring 2015	All	9/29/2015 11:55 AM	<a href="#">Download</a>

- To download a particular file, click **Download** in the Status column.

## Understanding the PDF of Individual Student Reports Zip File

The **PDF of Student Reports** option on the **Student Data File & My Inbox** page creates a .zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity. It also includes a manifest, which is an Excel (.csv) file that lists all the PDFs included in the .zip file. If multiple schools are selected, separate .zip files are created for each school.

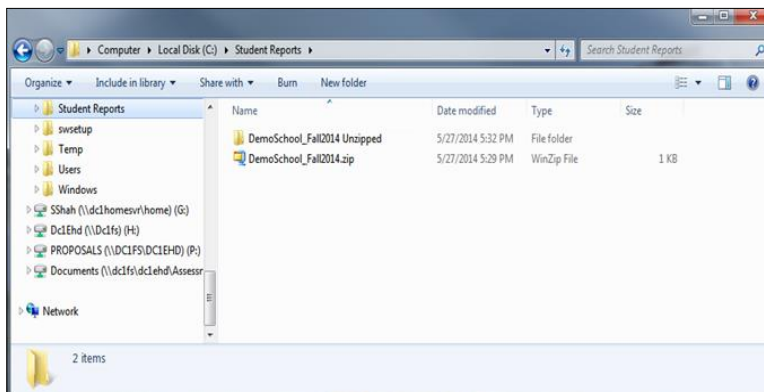


**Note:** The **Print** tool on the **Student Roster Report** page allows you to create a similar .zip file for all the students listed on the report. However, the manifest file is not included.



You can unzip the file after you have downloaded the file on your computer.

### .zip File of PDFs of Student Reports



The .zip file also contains a manifest, which is an Excel (.csv) file that lists all the PDFs included in the .zip file.

### Manifest File with PDF References

	99992785_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 77.2 KB → 61.3 KB
Type: Adobe Acrobat Document			
	99994561_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 77.7 KB → 60.7 KB
Type: Adobe Acrobat Document			
	99996005_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 76.5 KB → 60.9 KB
Type: Adobe Acrobat Document			
	99996015_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 77.2 KB → 61.3 KB
Type: Adobe Acrobat Document			
	99996104_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 77.7 KB → 61.4 KB
Type: Adobe Acrobat Document			
	99996785_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 78.5 KB → 60.8 KB
Type: Adobe Acrobat Document			
	99996795_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 76.5 KB → 60.9 KB
Type: Adobe Acrobat Document			
	99996885_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_...	Date modified: 10/5/2016 12:10 PM	Size: 77.8 KB → 60.8 KB
Type: Adobe Acrobat Document			
	AzMERIT_Grade_8_Math_Fall_2014_ref_15530.csv	Date modified: 10/5/2016 12:10 PM	Size: 16.5 KB → 1.43 KB
Type: Microsoft Excel Comma Separated Values File			

	A	B	C	D
1	SSID	Test	Administration	FileName
63	99996785	AzMERIT_Grade_8_Math	Fall 2014	99996785_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
64	99994561	AzMERIT_Grade_8_Math	Fall 2014	99994561_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
65	99996885	AzMERIT_Grade_8_Math	Fall 2014	99996885_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
66	99996795	AzMERIT_Grade_8_Math	Fall 2014	99996795_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
67	99996005	AzMERIT_Grade_8_Math	Fall 2014	99996005_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
68	99992785	AzMERIT_Grade_8_Math	Fall 2014	99992785_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
69	99996104	AzMERIT_Grade_8_Math	Fall 2014	99996104_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf
70	99996015	AzMERIT_Grade_8_Math	Fall 2014	99996015_AzMERIT_Grade_8_Math_Fall_2014_MostRecentOpportunity_70000000299_ref_17483pdf

## Section VI. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. For example, ORS can generate a report of all of a teacher's students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested.

Refer to the current DTC Checklist ([azmeritportal.org/test-coordinators](https://azmeritportal.org/test-coordinators)) to review deadlines related to rostering.





**Note:** Similar to the ORS, you can add, edit, view, delete, and print rosters through TIDE. For more information, refer to the *TIDE User Guide* available on the AzMERIT portal ([azmeritportal.org/resources](https://azmeritportal.org/resources)).

### Adding a New Roster

You can create rosters of students associated with your school or district. Students can be included in multiple rosters.

Rosters may also include students from different grades. However, the score reports display data only for a single subject and grade at a time. If a roster includes students from multiple grades, you will only see scores of those students in the roster who have taken the test you selected on the **Home Page Dashboard** page. For example, if a roster includes students from grades 3 and 4, and you select a Grade 3 Math test, you will see data only for the students who tested in grade 3.

*To add a roster:*

1. In the banner click **Add Roster**. The **Add Rosters** page opens.
  - The **Add Rosters** page consists of multiple panels. You can click  in the upper-left corner of a panel to collapse it, or click  in a collapsed panel to expand it.
  - A floating *Go To section* toolbar is also available that includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

## Add Rosters Page

**Roster Information**

\*District: Demo district 9998 - 9998 ▼

\*School: Demo inst 9996 - 9998\_99 ▼

\*Role: -Select- ▼

Grade: None selected ▼

Student Added Since: 01 Month ▼

**Test Settings and Tools Filters**

Search Fields: Masking ▼

ELA: Masking Not Available ▼


ELA-PT: Masking Not Available ▼

Mathematics: Masking Not Available ▼

**Additional Criteria Chosen:**

Remove All Remove Selected


Add Search

2. In the *Roster Information* panel, enter the necessary search criteria to search for students.
3. *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
  - To include the additional search criterion in the search, select it and click **Add**.
  - *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
4. Click **Search**. The list of retrieved students is displayed in the *Add/Remove Students to the Roster* panel.
5. In the *Add/Remove Students to the Roster* panel, do the following:
  - In the *Roster Name* field, enter the roster name.
  - From the *Teacher Name* drop-down list, select a teacher or a school-level user.
  - To add students, from the *Available Students* list, do one of the following:
    - To move one student to the roster, click  for that student.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

## Add/Remove Students to Roster Panel

Available Students (8)				Students in Roster (4)			
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	<input type="checkbox"/>	Grade 3	Doe, John	9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016				
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015				
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014				
<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090...				

Add All
Add Selected
Remove All
Remove Selected

- To remove students, from the *Students in Roster* list, do one of the following:
    - To remove one student from the roster, click  for the student.
    - To remove all the students from the roster, click **Remove All**.
    - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

## Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

*To upload rosters:*

1. From the banner click **Upload Rosters**. The **Upload Roster** page appears.

Upload Roster Page

2. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type (e.g., Excel or CSV).
3. Open the template file in a spreadsheet application.
4. Using the table of Scoring Category Report Columns as a reference, fill out the template and save it.
5. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify you uploaded the correct file.

File Upload Preview (partial view)

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	9999	me@email.org	Roster A	9999999989

7. Click **Next** to validate the file. Any errors (🚨) or warnings (🚩) are displayed on the **Validate** page.



**Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

## Sample Validation Page

Upload Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

**i** Review the validation results, then click **Continue with Upload**. [more info](#)

**i** The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field.

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ▲ Warning: This field is invalid, but the row will be uploaded.

Enter search terms to filter search result

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	<span style="color: orange;">▲</span> 9999	<span style="color: orange;">▲</span> me@email.org	Roster A	<span style="color: orange;">▲</span> 9999999989

[Continue with Upload](#)
[Upload Revised File](#)
[Cancel](#)



**Note:** If your file contains a large number of records, ORS processes it offline and sends you a confirmation email when complete. While ORS is validating the file, do not press **Cancel**, as ORS may have already started processing some of the records.

## 8. Do one of the following:

- Click **Continue with Upload**. ORS commits those records that do not have errors.
- Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

9. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

## Confirmation Page (partial view)

**i** This page indicates how many records were committed or excluded. To upload another file, click **Upload New File**.

Step 4: Confirmation

Results: 11 records committed, 3 records excluded

[Upload New File](#)

10. *Optional:* To upload another roster file, click **Upload New File**.

The table below provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 6 digits.
School ID	School associated with the roster.	School ID that exists in TIDE. Up to 6 digits. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 255 characters.
SSID*	Student's unique identifier within the district.	Up to 9 digits.

\*Required field.

## Viewing and Modifying a Roster

Authorized users can view and modify rosters associated with their district or school.








*To view or modify a roster:*





1. From the banner, click **View Rosters**. The **View/Edit Rosters** page opens.

View/Edit Roster Page

2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears.

## Retrieved Rosters (Partial View)

 				
<p>Note: For multiple roster selection, you may print 50 students at a time.</p>				
Number of rosters found: 1000		<input type="text" value="Enter search terms to filter search results"/>		
	Edit	Roster Name	Grades In Roster	Number Of Students
		AugRoster1	05	1
		AugRoster1	13	1

4. *Optional:* To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click . ORS displays only those rosters containing the entered value.
5. Click  for the roster whose details you want to view. The **Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters.
6. To modify the roster name or personnel associated with the roster, in the *Add/Remove Students to the Roster* panel, change the roster's name and associated teacher as required.
7. To add students to the roster, do the following:
  - In the *Roster Information* panel, enter the necessary search criteria to search for students.
  - *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
8. To include the additional search criterion in the search, select it and click **Add**.
  - *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
9. Click **Search**. The list of retrieved students is displayed in the *Add/Remove Students to the Roster* panel.
10. From the *Available Students* list, do one of the following:
  - To move one student to the roster, click  for that student.
  - To move all the students in the *Available Students* list to the roster, click **Add All**.
  - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
11. To remove students from the roster, from the *Students in Roster* list, do one of the following:
  - To remove one student from the roster, click  for the student.
  - To remove all the students from the roster, click **Remove All**.



- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

12. Click **Save**, and in the affirmation dialog box click **Continue**.


## Deleting a Roster

You can delete a roster if required. Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from both ORS and TIDE.



**Alert:** This action cannot be undone. Use caution when deleting rosters.


*To delete a roster:*

1. From the banner click **View/Edit Rosters**. The **View/Edit Rosters** page opens.
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears.
4. Select the rosters that you wish to delete. To select rosters, do one of the following:
  - Mark the checkbox next to each roster you wish to select.
  - To select all rosters, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

## Printing a Roster

You can print a roster.

*To print a roster:*

1. From the banner, click **View/Edit Rosters**. The **View/Edit Rosters** page opens.
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears.
4. Select the rosters that you wish to print. To select rosters, do one of the following:
  - Mark the checkbox next to each roster you wish to select.
  - To select all rosters, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to print the selected rosters.

## Section VII. Searching for Specific Student's Score Reports

The ORS includes a feature to search for students by SSID, first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

*To search for students:*

1. From the banner, click **Search Students**. The Student Search pop-up window appears.

Banner: Search Students

Student Search Pop-up Window

Inbox (6)

Search Students

Add Roster

View/Edit Rosters

Search Students

School Year 2014-2015

Select Student By SSID

Enter up to 20 SSID(s) separated by commas

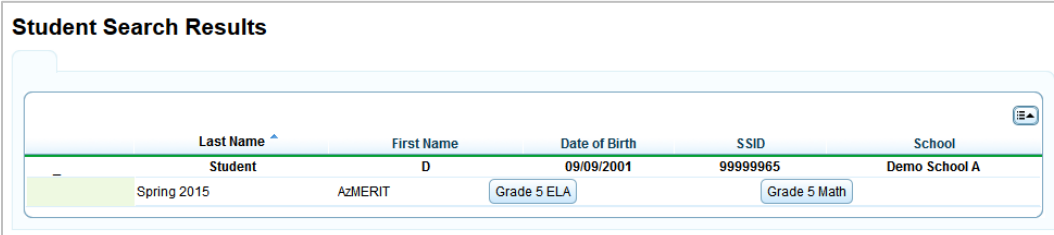
Search

2. From the *School Year* drop-down list, select the school year you want to limit your search to.
3. Enter the appropriate search criteria:
  - If searching for students by SSID, enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
  - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.
4. Click **Search**. If the search results in a match, those students' information will be displayed on the ***Student Search Results*** page.

## Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single SSID for an active student, this student will be the only one displayed.

Student Search Results Page



The screenshot shows a web interface titled "Student Search Results". It contains a table with the following columns: Last Name, First Name, Date of Birth, SSID, and School. Below the table, there are additional details for a selected student, including a "Student" column with a dropdown menu, a "D" column, and two buttons labeled "Grade 5 ELA" and "Grade 5 Math".

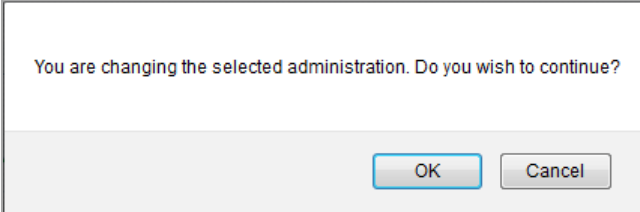
Last Name	First Name	Date of Birth	SSID	School
Student	D	09/09/2001	99999965	Demo School A

Spring 2015      AzMERIT      Grade 5 ELA      Grade 5 Math

To view the tests a student has taken, click + in the first column. This will expand the student row.

To view the student's score results for a test, click the test name button (e.g., Grade 6 Math). The **Individual Student Report** page for the selected test appears.

When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student's test that is from a different administration than the one that was selected on the **Home Page Dashboard** page, you will be prompted with a message asking you to confirm that you want to change test administrations. Click **OK** to continue. The student's score report will load.



You are changing the selected administration. Do you wish to continue?

OK Cancel

## Viewing a Selected Student's Test Results

The Individual Student Score report displays the student's score results for the test that you selected.

### Score Report for a Selected Student's Test

**Individual Student Report**  
*How did my student perform on the Math test?*  
**Test:** Grade 5 Math  
**Year:** Spring 2015  
**Name:** Student D

**Legend: Performance Levels**

1 Minimally Proficient 2 Partially Proficient 3 Proficient 4 Highly Proficient

**Legend: Scoring Categories**

Below Mastery All Near Mastery Above Mastery

[Back to search results](#)

**Student Subject Performance**

Name	SSID	Birth Date	Scale Score	Performance Level
Student D	99999965	09/09/2001	3646	4

**Scale Score Performance**

Student D Scored **3646**

3698	<b>Highly Proficient</b> Your student shows an advanced understanding of the expectations for his or her tested grade. Your student is highly likely to be ready for math in the next grade.
3635	<b>Proficient</b> Your student shows a strong understanding of the expectations for his or her tested grade. Your student is likely to be ready for math in the next grade.
3595	<b>Partially Proficient</b> Your student shows a partial understanding of the expectations for his or her tested grade. Your student is likely to need support to be ready for math in the next grade.
3563	<b>Minimally Proficient</b> Your student shows a minimal understanding of the expectations for his or her tested grade. Your student is highly likely to need support to be ready for math in the next grade.
3478	

**Comparison Scores**

Name	Average Scale Score
Arizona	2520
Demo District (9999)	2487
Demo School A (9999-99999)	2463
Teacher C	2480
Roster A	2480

**Student Performance on Scoring Categories**

Scoring Categories	Performance
Operations, Algebraic Thinking, and Numbers in Base Ten	<p><b>What was assessed?</b> Students read, write, round, and compare decimals to thousandths. They add, subtract, multiply, or divide decimals to hundredths. They write and find the value of numerical expressions and use given rules to create patterns. Students can find relationships between two patterns and graph ordered pairs. They can multiply multidigit numbers. They solve, represent, and explain four-digit by two-digit division problems using place value, multiplication, equations, or arrays.</p> <p><b>What do these results mean?</b> Your student may have trouble writing and finding the value of expressions using correct operations and mathematical symbols, including parentheses; explaining and using patterns when multiplying and dividing by powers of ten; reading, writing, rounding, and comparing decimals to thousandths; and solving multidigit multiplication and division problems using place value, relationships between operations, equations, and models (area and array models).</p>
Numbers and Operations – Fractions	<p><b>What was assessed?</b> Students add and subtract fractions with different denominators (bottom number), including mixed numbers. They multiply fractions, including proper, improper, and mixed numbers, and solve division word problems with fractions or mixed numbers as answers. Students create and use models to explain multiplication and division story problems with fractions. They find the area of rectangles with side lengths that include fractions, by using unit squares or multiplying.</p> <p><b>What do these results mean?</b></p>

For information about the Individual Student Report, see [Viewing Individual Student Report](#).

To return to the search results page, click **Back to search results**.

# Appendix A. Printing Reports in the ORS

Using the **Print** tool in the banner, you can print all the reports available in the ORS.

Print Tool

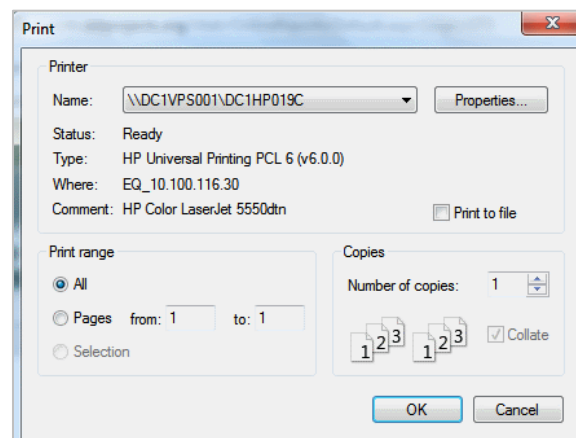


Except for the *Student Roster Report* page and the *Individual Student Report* page, when you click the **Print** tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

*To print a page:*

1. From the banner, click **Print**. The default print dialog for your browser and operating system will be displayed.

Sample Mozilla Firefox Print Dialog Box




2. From the print dialog box, select the required print settings.

Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see below for a sample printed report of the **Home Page Dashboard** page.

## Printed Report: Home Page Dashboard Page

Online Reports <http://reports.astprojects.org/Arizona/OnlineReports/Default.aspx?page=AZ>



**Home Page Dashboard**

Test: **AzMERIT**

Administration: **Spring 2015**

**Number of Students Tested and Percentage of Students Passing for Demo District 1, Spring 2015**

ELA			Math		
Grade	Number of Students Tested	Percent Passing	Grade	Number of Students Tested	Percent Passing
Grade 3	1	100%	Grade 3	2	50%
Grade 4	2	100%	Grade 4	2	0%
Grade 5	2	100%	Grade 5	2	50%
Grade 6	1	100%	Grade 6	1	0%
Grade 7	1	0%	Grade 7	1	0%
Grade 8	2	0%	Grade 8	2	100%
Grade 9	2	0%	Algebra I	1	100%
Grade 10	2	50%	Geometry	2	50%
Grade 11	2	0%	Algebra II	1	0%

Based on data from the AzMERIT, 2014-2015 administration.  
Report Generated: 9/29/2015 4:47:08 AM MDT  
\*No valid scores for this grade and subject.  
Data presented in this system are considered preliminary.

**AzMerit Help Desk**  
1.844.560.7812  
[azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org)

## Printing Reports from the Student Roster Report Page

The **Print** tool on the **Student Roster Report** page opens a print pop-up window that allows you to do the following:

- Print the Student Roster Report;
- Print PDFs of ISRs.

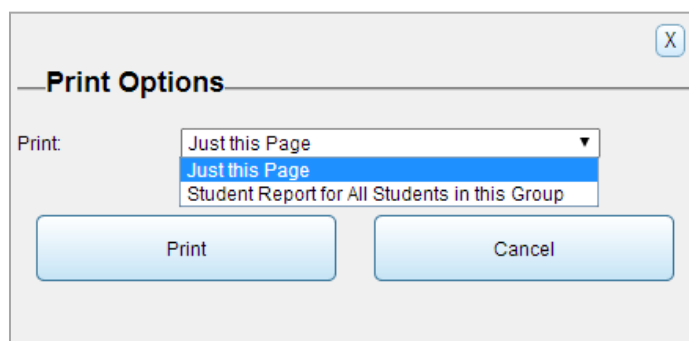
### Print Student Roster Report

You can print the data displayed on the **Student Roster Report** page.

*To print the Student Roster Report page:*

1. From the banner, click **Print**. The print pop-up window opens.

## Student Roster Report Page Print Pop-up Window



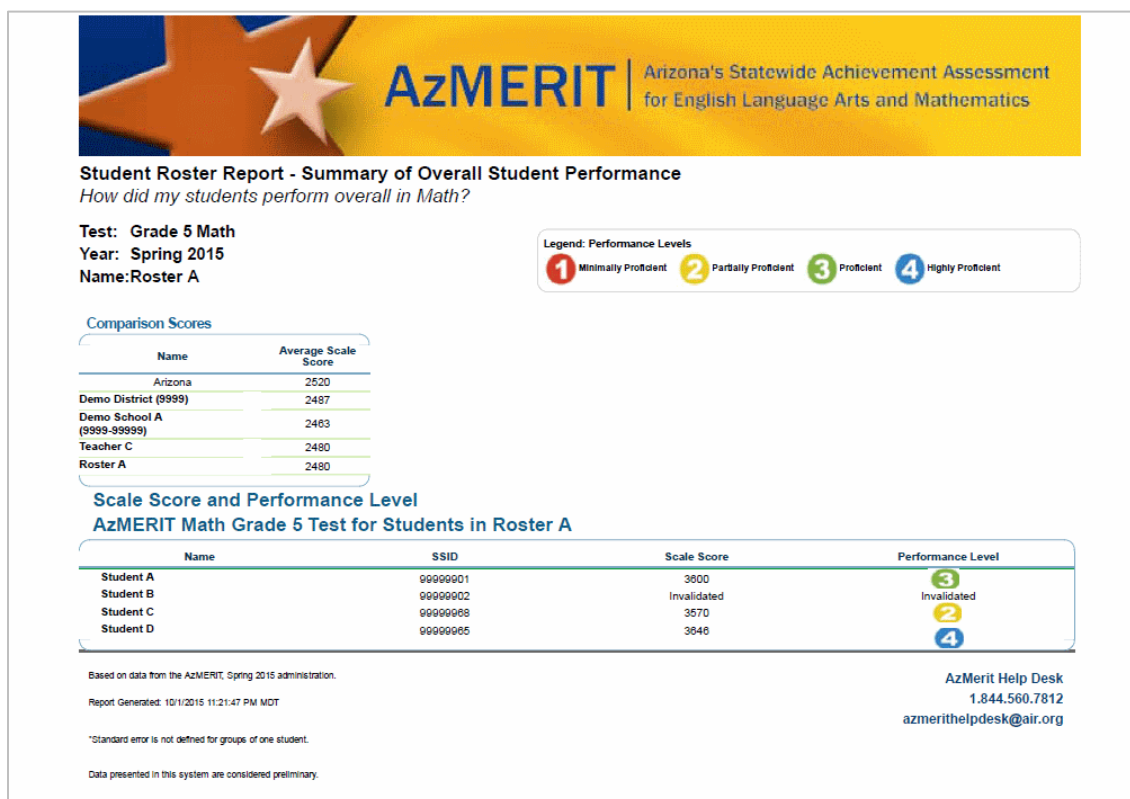
**Print Options**

Print: Just this Page  
Just this Page  
Student Report for All Students in this Group

Print Cancel

- From the *Print* drop-down list, select **Just this Page**.
- Click **Print**. This will bring up the print dialog box.
- Specify the print settings and click the appropriate button to print the ***Student Roster Report*** page.

## Sample Student Roster Report Page: Printed Report



**AzMERIT** | Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics

**Student Roster Report - Summary of Overall Student Performance**  
*How did my students perform overall in Math?*

**Test:** Grade 5 Math  
**Year:** Spring 2015  
**Name:** Roster A

**Legend: Performance Levels**  
**1** Minimally Proficient **2** Partially Proficient **3** Proficient **4** Highly Proficient

**Comparison Scores**

Name	Average Scale Score
Arizona	2520
Demo District (9999)	2487
Demo School A (9999-99999)	2463
Teacher C	2480
Roster A	2480

**Scale Score and Performance Level**  
**AzMERIT Math Grade 5 Test for Students in Roster A**

Name	SSID	Scale Score	Performance Level
Student A	99999901	3600	<b>3</b>
Student B	99999902	Invalidated	Invalidated
Student C	99999908	3570	<b>2</b>
Student D	99999905	3646	<b>4</b>

Based on data from the AzMERIT, Spring 2015 administration.  
 Report Generated: 10/1/2015 11:21:47 PM MDT

\*Standard error is not defined for groups of one student.  
 Data presented in this system are considered preliminary.

AzMerit Help Desk  
 1.844.560.7812  
[azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org)

## Print PDFs of ISRs from the Student Roster Report Page

Using the **Print** tool, you can generate PDFs of individual student reports for all the students listed on the **Student Roster Report** page. You can then download and print the PDFs from the **Inbox** section of the **Student Data File & My Inbox** page.

To print PDFs of ISRs from the Student Roster Report page:

1. From the banner, click **Print**. The print pop-up window opens.
2. From the *Print* drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.

Student Roster Report Page Print Pop-up Window Options for Printing ISRs

The image shows a 'Print Options' dialog box. It has a title bar with a close button (X). Inside, there are two dropdown menus. The first is labeled 'Print' and has 'Student Report for All Students in this Group' selected. The second is labeled 'PDF Reports:' and has 'Include all ISRs in a Single PDF' selected. At the bottom, there are two buttons: 'Print' and 'Cancel'.

3. From the *PDF Reports* drop-down list, select the type of PDF report you want to generate.
  - To generate individual PDFs for each ISR, select **One PDF per ISR in a zip file**.
  - To include all the ISRs in a single PDF file with each ISR listed on a separate page, select **Include all ISRs in a Single PDF**.
4. **Click Print.**
5. A message is displayed to inform you that you will be notified via email once the report has been generated.
6. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:  
From the *Reports and Files* drop-down list, select **Student Data File**.
7. Click **Inbox** on the banner.

Inbox: PDF Report of ISRs

Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Roster A	Students ISR PDF report	PDF	Roster	AzMERIT	Spring 2015	Algebra I	9/29/2015 11:55 AM	<a href="#">Download</a>

8. Locate the file in the Inbox and from the *Status* column, click the **Download** link for the file. The file will be downloaded to your computer.
9. Locate the file on your computer and open the file to view or print.



## Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Roster Report page, the **Print** tool on the **Individual Student Report** page opens a print pop-up window that allows you to generate a PDF file of the student's score report for the selected test opportunities. However, unlike the **Student Roster Report** page, you can access the file immediately without having to go to the Inbox.

### Sample Individual Student Report

#### Individual Student Report

How did my student perform on the ELA test?

Test: ELA Grade 5  
Year: Spring 2015  
Name: Sanchez, Maria A.

**Legend: Performance Levels**

1 Minimally Proficient 2 Partially Proficient 3 Proficient 4 Highly Proficient

**Legend: Scoring Categories**

Below Mastery At/Near Mastery Above Mastery

**Student Subject Performance**

Name	SSID	Birth Date	Scale Score	Performance Level
Sanchez, Maria A.	99999012345	01/30/2003	2595	4

**Scale Score Performance**

A vertical bar chart showing performance levels from 2419 to 2629. Sanchez, Maria A. scored 2595, which is in the 'Highly Proficient' category (blue bar). The chart also shows 'Proficient' (green), 'Partially Proficient' (yellow), and 'Minimally Proficient' (orange) categories.

**Comparison Scores**

Name	Average Scale Score
Arizona	2574
Demo District (001)	2589
Demo School (1001)	2549
Demo, Teacher	2539

**Student Performance on Scoring Categories**

Scoring Categories	Performance	What was assessed?	What do these results mean?
Reading for Information	+	Students find two or more main ideas and their supporting details in a text. They tell about the relationships between people and ideas in a text. They find similarities and differences in the points of view and organization of texts. They use many sources to answer questions.	Your student almost always uses details from a text to make conclusions; finds similarities and differences between the points of view of texts on the same topic; uses clues in the text to figure out the meaning of new words; and answers questions using information from many sources.
Reading for Literature	+	Students find a theme of a story from its details. They compare and contrast characters in the same story and themes in different stories. They explain how different parts of a story fit together. They tell how media can be used to tell a story.	Your student almost always tells how a narrator's point of view affects how events develop in a story; explains how media can be used to support the meaning or tone of a text; finds similarities and differences in the themes of two similar stories and between characters in a story.
Writing and Language	✓	Students write to give information or state opinions. They do research using information from many sources. They use commas correctly. They use different verb tenses in their writing. They use clues in the text to find the meaning of new words and figurative language.	Your student is often able to organize writing for a specific purpose (like to give information or give an opinion); provide facts or details to support his or her writing; use verb tenses correctly to show different times or order of events; use commas correctly; spell words correctly.

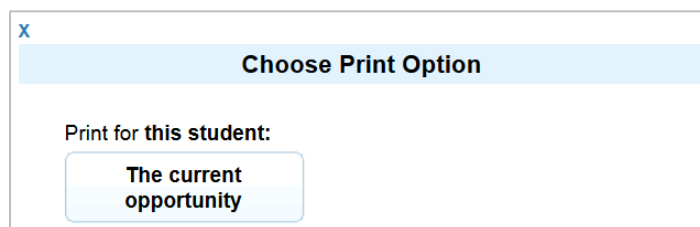
**Writing Essay Performance**

Statement of Purpose, Focus & Organization	Evidence & Elaboration	Conventions & Editing
Your student earned 3 out of 4 possible points. Your student's essay mainly stays on topic. The opinion is clearly stated and mostly focused. Context supporting the opinion fits the purpose. The response is organized and has few mistakes. There is some variety of transitions used. There is a clear progression of ideas within the essay. There is a clear beginning and end.	Your student earned 3 out of 4 possible points. Your student's essay includes details, facts, and sources that adequately support its opinion. This evidence is generally integrated into the response. The words used are appropriate for audience and purpose.	Your student earned 1 out of 2 possible points. Your student's essay shows some understanding of sentence formation and other conventions. There is inconsistent use of punctuation, capitalization, and spelling rules.

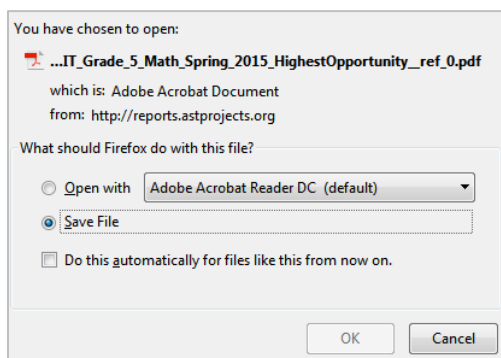
To print reports from the Individual Student Report page:

1. From the banner, click **Print**. The print pop-up window appears.

## ISR Print Popup Window

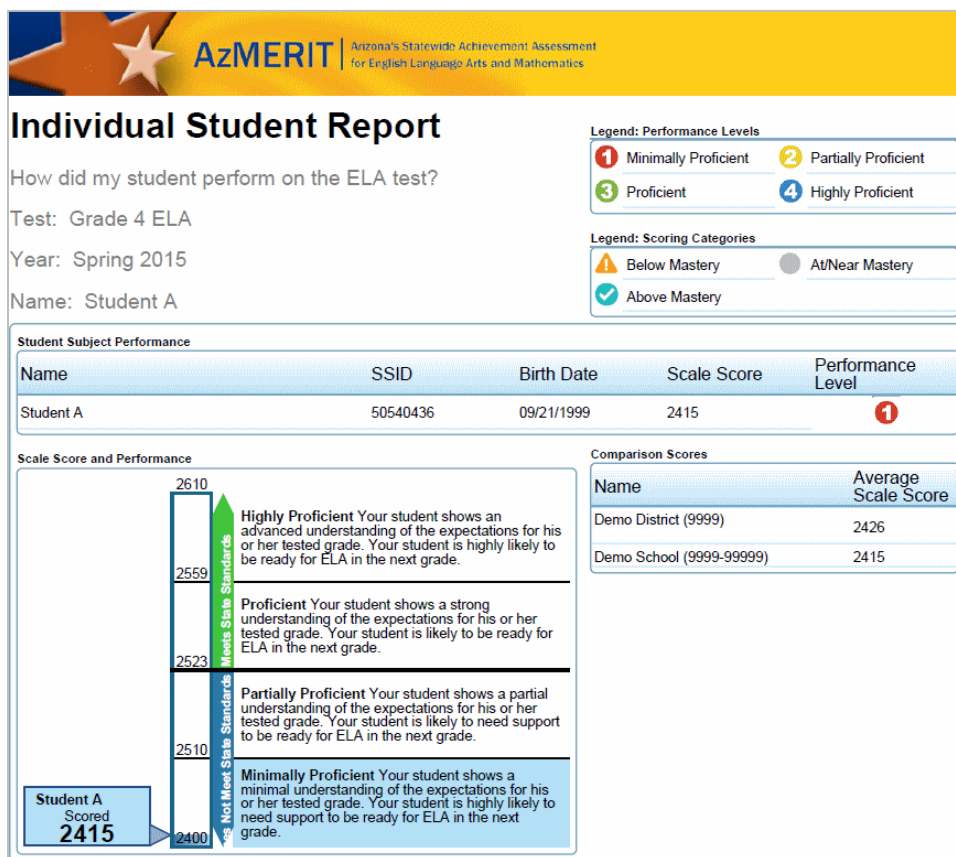


- Click **Print**. A browser-specific dialog box appears where you can specify whether to open or save the file.



- View and print the report.

## Sample PDF of ISR



## Appendix B. User Support

The AzMERIT Help Desk will be open during the following hours:

Regular Hours: Monday–Friday from 6:00 a.m. to 7:00 p.m. MT (except holidays)

### **AzMERIT Help Desk**

Toll-Free Phone Support: 1-844-560-7812

Email Support: [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org)

Chat Support: [azmeritportal.org/chat](https://azmeritportal.org/chat)

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

any error messages that appeared

operating system and browser information

information about your network configuration

the steps that you took before the issue occurred